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MEMORANDUM FOR: Deputy Director (Administration)

Subject: Transportation Division - Status of Reorganization

1. This is a summary report of progress made in the reorganization of the Transportation Division in accordance with the request of the Deputy Director (Administration) at the time he approved the recommendation contained in the Staff Study dated 28 August 1952, subject: Proposed Transportation Division Reorganization and T/O. Approval was given on 29 August.

2. The proposed plan of organization and operation of the Transportation Division has been coordinated with the Organization and Methods Service and the Classification and Wage Administration Division of the Personnel Office. Agreement has been reached on the Table of Organization and grade structure of positions, which has enabled this office to proceed with immediate recruitment.

3. The position of Chief, Transportation Division, has been filled by the assignment [redacted]

[redacted] He has had extensive transportation experience and a broad administrative background, which will, until a final determination is made on the appointment, give this activity the executive direction so urgently needed.

4. Several key positions in the Transportation Division have been filled by transfers of qualified personnel within the Agency. Action has been initiated to fill all other vacancies by recruitment. Candidates with outstanding qualifications and transportation experience have been interviewed and their employment is being expedited.

5. The preparation of standard operating procedures has begun and the development of procedures in manual form is being carried out as rapidly as possible.

6. Excellent cooperation is being afforded this office by the Organization and Methods Service and the Personnel Office.

JAMES A. GARRISON
Chief of Procurement and Supply

PSO/WSW:cc (30 Sept. 1952)

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